**DRAFT**

**COLLEGE OF ENGINEERING**

**BYLAWS**

(Sections related to RTP/Personnel Committee as of September 3, 2014)

1. **Personnel Committee**

“A faculty member shall not serve on more than one committee level of peer review in one academic year.”

* 1. The committee shall be responsible for the review of departmental decisions in the following matters:

1. Promotions
2. Reappointment
3. Tenure
4. Conduct regular reviews of departmental policies and procedures for promotion, reappointment and tenure to assure that these are in accord with the College and University Policy.
   1. Composition of the Committee
5. The committee shall consist of four departmental representatives.
6. The Chair of the Committee shall be elected from the membership of the Committee. To ensure continuity of committee function, the departmental representatives shall be elected for overlapping two-year terms. The Aerospace Engineering Department and the Mechanical Engineering Department will elect departmental representatives in odd years; the Civil, Construction & Environmental Engineering Department and the Electrical & Computer Engineering Department will elect departmental representatives in even-numbered years.
   1. Eligibility of Committee Members
7. For reappointment and tenure consideration, committee members must be tenured faculty employees of any rank.
8. In promotion considerations, peer review committee members shall have higher ranks than those being considered for promotion. Faculty employees being considered for promotion shall be ineligible for service on promotion or tenure review committees. An eligible faculty member who withdraws from promotion consideration may serve on a peer review committee.
9. Only faculty members who will be assigned full-time positions during both semesters of the academic year in which the Committee is to serve will be eligible.\*
10. Neither the Dean, nor Associate Deans will be eligible to serve. A Department Chair who makes a separate recommendation shall not participate as a member of the departmental peer review committee, but may serve as an external member of another department or college committee.
11. No person who will be undergoing a performance review by the Committee will be eligible to serve.

\* FERP may serve if Committee completes work in the Fall semester or if an AY FERP.

2. **Elected Committees**

**2.1 Personnel Committee**

A. Operating Procedures

1. The Personnel Committee (herein referred to as the Committee) shall operate in accordance with procedures and criteria set forth in the Senate Policy File.

2. The committee shall “operate under written procedures ratified by the electorate of the College eligible to vote in Senate elections. A majority of those voting is sufficient to ratify the written procedure.”

3. The Committee shall ensure a fair and objective evaluation of all candidates undergoing review. The recommendations of the Committee shall be based on a properly completed Working Personnel Action File (WPAF) consisting of a Personnel Data Summary (PDS) and a One-Of-a-Kind file.

4. The college committee considering a recommendation on promotion different from a department committee’s may proceed only after submitting to that committee notification in writing including the candidate’s name, the tentative recommendation by the college committee, and the area of concern if the tentative recommendation by the college committee is negative. The college committee should offer to meet with the department committee before making a final recommendation.

B. Election of Committee Members

1. Each of the departments will elect, by democratic process and a secret ballot, a departmental representative who shall be a full time tenured faculty member with the rank of full professor. These elections shall take place early in the Fall semester. Department Chairs will inform the Chair of the College Committee of the results of the department elections.